



CITY OF SAN ANTONIO

DEPARTMENT OF DEVELOPMENT SERVICES

TO: Participating Heating, Ventilating and Air Conditioning Contractors (HVAC)

SUBJECT: **INFORMATION BULLETIN 121a**
Requirements for One- and Two – Family HVAC Limited Service and Repair (LSR) Permits

DATE: May 11, 2006

Purpose: The LSR permit program allows minor projects to be completed by licensed HVAC contractors prior to obtaining the associated permit, and allows the contractor to certify that the completed work complies with the San Antonio Code (SAC) as amended in lieu of scheduling an inspection to be conducted by the Development Services Department (DSD). The program further allows for a full DSD inspection, as an option for the property owner, at no additional cost to them.

Note: The licensed contractor shall obtain the required permit after and within three working days from the completion of the work to avoid a penalty fee.

Benefits: The LSR permit program benefits property owners, contractors, and DSD. It ensures property owners that the work is performed by licensed contractors in compliance with the SAC and allows licensed contractors to quickly respond to the needs of their customers without violating the SAC permit requirements. It has the potential to reduce DSD inspection requests for LSR eligible work, to minimize the number of “no access” inspections trips typical for LSR eligible work and to free up time to DSD for making inspections at other locations.

Eligible Projects: The LSR permit program applies to the installation/replacement of air conditioning equipment on an existing electric mechanical system (no gas units) for a one-and two-family structure. Under this program the HVAC Contractor may perform the following type of work:

- Extension of ductwork not more than 10 feet and limited to a maximum of two outlets
- Installation/replacement of electric air conditioning equipment, of equal or less size, in an existing electric mechanical system (no gas units)

Exclusions: The LSR permit program does not apply to new construction or additions or generally to work valued at more than \$1,000, except as noted above (mechanical systems). Properties located in a Historic District or identified as a Historic Landmark will need Historic Preservation Office approval of the proposed work and are not eligible for the LSR permit program. Work not eligible for the LSR permit program requires DSD permits through the regular procedure to include required inspections by DSD.

Procedure: The following procedures are to be followed by the contractor, property owner and DSD under the LSR permit program.

1. The contractor performs the eligible work and obtains an LSR permit within three (3) working days after completing the work.
2. When DSD issues the LSR permit, the property owner is notified in writing that an LSR permit was issued indicating that the completed work complies with the San Antonio Code as amended. The property owner is given the option of either accepting the completed job as certified by the licensed contractor or requesting an inspection by DSD within 30 days of the date of notification. The property owner, not the contractor, is required to coordinate job access for the DSD inspector if a DSD inspection is requested.
3. DSD closes the permit either 30 days from the date of the LSR permit or through the standard inspection procedure if a DSD inspection is requested by the property owner.

A tutorial video regarding the issuance of this permit type over the internet is available on the Development Services web site at www.sanantonio.gov/dsd. Should you have any questions regarding the Limited Service and Repair Permit program, please contact Mr. Patrick Poloskey, C.B.O, Development Services Manager, at 207-0148.



CITY OF SAN ANTONIO

P. O. BOX 839966
SAN ANTONIO TEXAS 78283-3966

Date

Name

Address

City, State Zip

INSPECTION CERTIFICATION NOTICE

Project Address:	Address1
Permit Number:	prmtnumber
Contractor:	Contractor
Certification Date:	Certification date
Date work completed:	Completed date

Dear Name:

Your licensed contractor has secured a Limited Service & Repair permit and has filed an inspection certification statement with the Development Services Department (DSD). The certification states that the work for which the above referenced permit was issued has been completed and states that the work for which the above referenced permit was issued has been completed and complies with the requirements of the San Antonio Code as amended. Based on the certification, DSD is satisfied that the completed work complies with the code. You still have the right, however, to request an inspection by DSD if you choose.

If you opt to have the work inspected by DSD, please call the Inspections Division at (210) 207-1111, option 2 to schedule an inspection. When calling, please provide the above referenced permit number. Your inspection will be scheduled for the next business day. Please remember when scheduling that you, or another person over the age of 18, must be home on the inspection date in order to allow the inspector access to the work. Requests for inspection must be made within thirty (30) days of the date of this letter.

If this work was performed by any contractor other than the contractor named above, please contact this office immediately. The work described in this permit is required to be performed by the licensed contractor to whom the permit is issued per the San Antonio Code. If you have any questions regarding the Inspection Certification submitted by your contractor or the inspection procedure, please call Development Services at (210) 207-1111, option 2.

Sincerely,

The Department of Development Services

7/11/2007